

The McLean County Chamber of Commerce appreciates your service as the:

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## GOVERNMENT & PUBLIC AFFAIRS MANAGER

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Reports to: PRESIDENT & CEO

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The Government and Public Affairs Manager shall plan, coordinate and conduct activities to ensure the McLean County Chamber of Commerce carries the voice of business. The manager will evolve, implement and grow a strong, pro-business governmental affairs program. Interaction and strong relationships with elected officials at all levels of government and their staffs is significant in being successful in this role. Identifying, understanding and presenting recommendations concerning policy issues and making recommendations is crucial. This position is also responsible for the Chamber's Legislative Agenda, which includes monitoring key business issues related to taxes, labor, transportation, education, agriculture, healthcare and non-profit organizations. Professionalism is expected in all activities including presentation skills, written communications, and interfacing with members and fellow staff. He/she shall report regularly on all activity as deemed necessary by the President & CEO.

### Functions

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#### 1. Administration

- Enhance and grow a strong governmental affairs programs through guest speakers, committee reviews, news releases, and publications with assistance of the Marketing & Brand Manager
- Develop and maintain a system for identifying prospective business issues and concerns and address them with the CEO and Government Affairs Committee
- Provide staff leadership to programs as designated by the annual plan of action, strategic plan and/or at the direction of the CEO.

#### 2. Finance

- Manage the funds along with the Business & Finance Manager for the Political Action Committee
- Responsible and accountable for the fiscal success of events assigned

#### 3. Membership

- Actively participate in the recruitment of new members
- Actively participate in the retention of members
- Engage in dialogue with membership and communicate concerns or compliments to other Chamber staff
- Provide appropriate referrals to fellow organizations to satisfy member needs/expectations

#### **4. Communication**

- Provide continual updates regarding issues affecting the McLean county business community via electronic newsletters
- Write, distribute, and submit minutes of all meetings of the assigned committee(s) including evaluations and budgets for any activity by a committee for or with the McLean County Chamber of Commerce
- Develops marketing plans for events with the Marketing & Public Relations Manager and submits all marketing requests on a timely fashion which follows the approved style guide
- Maintain a copy of all minutes and records for historical purposes
- Maintain accuracy and updates of operational documents to ensure mission completion (i.e. Legislative Agenda, etc.)

#### **5. Committees**

- Work with assigned committee chairperson and committee members to establish agendas, program of work recommendations, and communications facilitating successful attainment of goals
- Maintain committee vibrancy by recruiting committee members that will actively support the committee and Chamber's strategic plan
- Committee responsibility to include but not limited to:
  - Government Affairs
  - Ag Council

#### **6. Subsidiary Responsibility**

- Political Action Committee (PAC)

#### **7. Program Responsibility**

- Small Business Summit DC Fly-In
- Leadership McLean County Legislative Day
- Economic Vision Luncheon
- Economic Summit Luncheon
- State Legislative Update
- Elected Officials Reception
- State of McLean County
- CIRCLE (Central Illinois Regional Chamber Legislative Effort)
- Ag Breakfast
- Ag Dinner
- Ag Exchange
- Breakfast Business Briefs
- Candidate Training Institute

**8. Areas of Legislation Concentration**

- In alignment with the standing Legislative Agenda or direction from the CEO.

**9. Other Membership Involvement**

- Illinois Chamber of Commerce
- US Chamber of Commerce

**10. Community Involvement**

- Represent the Chamber in weekly Council Meetings
- Represent the Chamber at monthly County Board Meetings
- Represent the Chamber at the Rural Mayor's Association
- Represent the Chamber at community functions as requested

**11. Other**

- Additional duties, committees or programs may be added on as a responsibility to this position as a direct result of the current strategic/action plan or by direction of the CEO